

8 June 1966

MEMORANDUM FOR : Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-31 May 1966

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 57,172 items broken down as follows: 25X1

CIA IN	20,008
CIA OUT	7,775
Miscellaneous-Archives (743)	4,784
Non-CIA units	24,605
Total work	57,172

b. CIA IN and OUT cables totaled 142,573 for the period January-May 1966, down 2% compared to the same period in 1965 (145,282) and 3% more than the same period in 1964 (137,922).

c. Non-CIA cables for January-May 1966 totaled 120,354, an increase of 28% over the same period in 1965 (93,631) and 55% more than the same period in 1964 (77,610).

d. Work units totaled 289,022 for January-May 1966, up 10% over the same period in 1965 (261,979) and an increase of 27% (61,439) over the base period of 1963. The Cable Secretariat completed an average of 1,844 items each 24 hours including Saturdays and Sundays. Our Monday-Friday average for May was 21,634 items. Our peak day was 6 May on which we processed 2,565 items.

e. 1,675 cables or 3% of all cables processed were furnished to the Director as compared with 1,474 or 3% for April 1966.

2. Personnel

Our personnel situation remains the same as last month - ☐ persons, nine short of our ceiling of ☐. We did gain three people but we lost three. 25X1A

Two (one Cable Analyst and one Clerk) went into the service and one Clerk resigned to continue his schooling full time. We have received the first of our eight summer employees. By the middle of June all eight of them should be on board. They will help us through our clerical shortage until the Office of Personnel is able, we hope, to process permanent employees to fill our existing vacancies.

### 3. General

a. The change in message formatting directs [ ] came effective 15 May 1966. By overprinting our supply of message forms, Form 12, we salvaged approximately \$2,000 worth of forms. The procedure of spelling out the names of addressee stations is working well and we believe the address line of cables is now much easier for everyone to read. 25X1

b. As stated in our April report, we started to receive INTEL items from Signal Center on reproducible masters and by pasting headers on the masters, have eliminated to a great extent the need to run INTEL tapes through a flexowriter to get masters. The objective of this change is to reduce the cost of processing INTEL items and reduce Cable Secretariat processing times of such items. In order to have a basis for comparison of the new and old system a study was made between the two systems. This study showed the following. During the week of 7-13 March 1966, using the old system, the Cable Secretariat time for processing immediate and priority INTEL items was 1 hour 53 minutes and for routine INTEL items 3 hours and 10 minutes. During the week of 15-21 May 1966, using the new system, the Cable Secretariat time for processing immediate and priority INTEL items was 53 minutes and for routine INTEL items 1 hour and 13 minutes. The comparison shows that the Cable Secretariat saved an hour on immediate and priority INTEL items and approximately 2 hours on routine INTEL items. Because of a problem with the master material, we have not made the study we intended to make which would reflect combined IW and Cable Secretariat processing times. We will probably make such a study in June.

25X1A c. On 19 April 1966 [ ] Director Office of Computer Services, recommended to the Cable Secretary that the automation of the Cable Secretariat could be made an integral part of the systems planning for automating the Signal Center. The concept involved would be for the Cable Secretariat system to be interrelated with the Signal Center complex rather than with the computers installed in the Office of Computer Services. Combining the Cable Secretariat requirements with the Commo plan should result in economies of both time and money. [ ] Director of Communications, agrees with this approach

and, with an appropriate budgetary authorization, is prepared to join with the Cable Secretariat in a team effort to implement the system. On June 20, 1966, [ ] and myself will meet to discuss a joint plan of action.

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d. Bond report - 60% of Cable Secretariat personnel are now buying bonds, an increase of 23% over the last time we had a bond drive. In addition, 5 personnel increased their withholding allotment.

[ ]

Cable Secretary

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